

# EEO Utilization Report

## Organization Information

Name: City Of Chicago

City: Chicago

State: IL

Zip: 60602

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

The City of Chicago is an Equal Employment Opportunity employer and is committed to providing equal opportunity in its recruitment, hiring, promotions and transfers, and in all other employment practices and decisions. The City of Chicago follows all applicable federal, state, local laws and ordinances prohibiting discrimination.

Following File has been uploaded:COC\_EEO\_Policy\_Final\_eff\_02\_01\_19.pdf

## Step 4b: Narrative of Interpretation

The City of Chicago Department of Human Resources (DHR) has reviewed the underutilization analysis and noted the following:

1. Asian females were underrepresented in several categories: Officials and Administrators(-1%), Professionals(-1%), Technicians(-7%), Skilled Craft(-1%) and Service/Maintenance (-2%).
2. Asian males were underrepresented in several categories: Officials and Administrators(-2%),Professionals(-2%), Technicians(-6%), Administrative Support (-2%) and Service/Maintenance (-1%).
3. White females were underrepresented in several categories: Officials and Administrators(-13%),Professionals (-7%),Technicians(-2%), Protective Services: Non-Sworn(-4%),Administrative Support(-13%), Skilled Craft(-1%) and Service/Maintenance(-10%).

The underrepresentation of Asian males may be due to the limited awareness of job opportunities in City government within the Asian American community. Our objectives and action steps are focused on raising this level of awareness. The underrepresentation of White females and Asian females can be attributed in part to the large number of City of Chicago job titles that involve tasks traditionally performed by male workers, particularly in the Skilled Craft and Service Maintenance categories.

## Step 5: Objectives and Steps

### **1. To encourage Asian females to seek positions in the Officials and Administrators, Professionals, Technicians, Skilled Craft and Service/Maintenance job categories, and expand retention activities that support and engage Asian female employees.**

- a. DHR will conduct an analysis of all vacancies in these job categories for the last fiscal year to determine the percentage of Asian female applicants and identify any trends related to how these applicants learned of the job opening. DHR's Recruiters will use this information when discussing sourcing strategies with hiring managers.
- b. DHR will expand outreach efforts to focus on Asian females by developing and enhancing partnerships with Women Employed, Chicago Women in Trades, the National Association of Asian American Professionals, the Asian American Coalition of Chicago, and similar groups. DHR will work with such groups to create awareness of job opportunities in City government by sharing job postings and participating in seminars, job fairs and other events.
- c. DHR will compile a list of the job titles within these categories and identify the City departments that most frequently seek to fill vacancies in these titles. We will meet with the hiring representatives in the identified departments to create a plan to improve sourcing targeting Asian females.
- d. DHR will review data showing how candidates progress through the application process to identify any steps in the process that may present obstacles or negatively impact Asian females. Based on these findings, DHR will revise procedures, as necessary.

### **2. To encourage Asian males to seek positions in the Officials and Administrators, Professionals, Technicians, Administrative Support and Service/Maintenance job categories, and expand retention activities that support and engage Asian male employees.**

- a. DHR will conduct an analysis of all vacancies in these job categories for the last fiscal year to determine the percentage of Asian male applicants and identify any trends related to how these applicants learned of the job opening. DHR's Recruiters will use this information when discussing sourcing strategies with hiring managers.
- b. DHR will expand outreach efforts to focus on Asian males by developing and enhancing partnerships with organizations such as the National Association of Asian American Professionals, the Asian American Coalition of Chicago, and similar groups. DHR will work with such groups to create awareness of job opportunities in City government by sharing job postings and participating in seminars, job fairs and other events.

- c. DHR will compile a list of the job titles within these categories and identify the City departments that most frequently seek to fill vacancies in these titles. We will meet with the hiring representatives in the identified departments to create a plan to improve sourcing targeting Asian males.
- d. DHR will review data showing how candidates progress through the application process to identify any steps in the process that may present obstacles or negatively impact Asian males. Based on these findings, DHR will revise procedures, as necessary.

**3. To encourage White females to seek positions in the Officials and Administrators, Professionals, Technicians, Protective Services: Non-Sworn, Administrative Support, Skilled Craft and Service/Maintenance job categories, and expand retention activities that support and engage White female employees.**

- a. DHR will conduct an analysis of all vacancies in these job categories for the last fiscal year to determine the percentage of White female applicants and identify any trends related to how these applicants learned of the job opening. DHR's Recruiters will use this information when discussing sourcing strategies with hiring managers
- b. DHR will expand outreach efforts to focus on White females by developing and enhancing partnerships with Women Employed, Chicago Women in Trades, and similar groups. DHR will work with such groups to create awareness of job opportunities in City government by sharing job postings and participating in seminars, job fairs and other events.
- c. DHR will compile a list of the job titles within these categories and identify the City departments that most frequently seek to fill vacancies in these titles. We will meet with the hiring representatives in the identified departments to create a plan to improve sourcing targeting White females.
- d. DHR will review data showing how candidates progress through the application process to identify any steps in the process that may present obstacles or negatively impact White females. Based on these findings, DHR will revise procedures, as necessary.

**Step 6: Internal Dissemination**

- 1. Distribute a copy of the EEOP Utilization Report to all Department Heads and Departmental Human Resources managers.
- 2. Post a copy of the EEOP Utilization Report on the City's intranet, an internal communication resource.
- 3. Send an email memorandum to all employees informing them where the EEOP Utilization Report is located on the intranet and where they can review a hard copy.
- 4. Include a hard copy of the EEOP Utilization Report among the materials available in the lobby of the DHR office located at 121 N. LaSalle Street, 11th Floor, Chicago, IL 60602.

**Step 7: External Dissemination**

- 1. Post a copy of the EEOP Utilization Report on the City's public website.
- 2. Distribute electronic copies of the EEOP Utilization Report to Chicago Public Library locations, for display in their reading rooms.
- 3. Include a notation on the City's online job application site informing applicants that the City has developed an EEOP Utilization Report and providing a link.
- 4. Work with the City's Department of Procurement Services to provide notification to contractors and vendors that the City has developed an EEOP Utilization Report and informing those contractors and vendors how to access the EEOP Utilization Report.

**Utilization Analysis Chart**  
**Relevant Labor Market: Chicago city, Illinois**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	698/41%	156/9%	243/14%	4/0%	40/2%	0/0%	6/0%	0/0%	227/13%	81/5%	218/13%	1/0%	27/2%	1/0%	10/1%	0/0%
CLS #/%	84,440/40%	11,190/5%	12,605/6%	140/0%	8,775/4%	90/0%	755/0%	595/0%	54,835/26%	9,525/5%	19,405/9%	105/0%	5,400/3%	0/0%	520/0%	240/0%
Utilization #/%	0%	4%	8%	0%	-2%	-0%	-0%	-0%	-13%	0%	3%	0%	-1%	0%	0%	-0%
<b>Professionals</b>																
Workforce #/%	603/21%	193/7%	248/9%	3/0%	116/4%	0/0%	11/0%	0/0%	603/21%	281/10%	617/22%	5/0%	125/4%	1/0%	17/1%	0/0%
CLS #/%	102,145/32%	12,285/4%	18,710/6%	70/0%	17,670/6%	20/0%	1,145/0%	635/0%	90,345/29%	15,040/5%	36,980/12%	110/0%	17,050/5%	30/0%	1,510/0%	565/0%
Utilization #/%	-11%	3%	3%	0%	-2%	-0%	0%	-0%	-7%	5%	10%	0%	-1%	0%	0%	-0%
<b>Technicians</b>																
Workforce #/%	431/29%	156/10%	135/9%	1/0%	37/2%	0/0%	1/0%	0/0%	258/17%	101/7%	361/24%	1/0%	7/0%	0/0%	4/0%	0/0%
CLS #/%	7,610/25%	1,865/6%	2,660/9%	15/0%	2,530/8%	0/0%	65/0%	65/0%	5,825/19%	1,660/5%	5,860/19%	55/0%	2,340/8%	15/0%	55/0%	90/0%
Utilization #/%	4%	4%	0%	0%	-6%	0%	-0%	-0%	-2%	1%	5%	-0%	-7%	-0%	0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	7309/44%	3358/20%	2288/14%	28/0%	416/3%	20/0%	24/0%	0/0%	1243/8%	850/5%	960/6%	7/0%	58/0%	2/0%	6/0%	0/0%
CLS #/%	13,600/33%	5,605/14%	11,365/27%	105/0%	545/1%	0/0%	165/0%	65/0%	2,250/5%	1,155/3%	6,350/15%	20/0%	105/0%	0/0%	38/0%	50/0%
Utilization #/%	11%	7%	-14%	-0%	1%	0%	-0%	-0%	2%	2%	-10%	-0%	0%	0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	158/9%	160/9%	365/20%	3/0%	20/1%	0/0%	5/0%	0/0%	185/10%	143/8%	775/42%	12/1%	4/0%	1/0%	3/0%	0/0%
Civilian Labor Force #/%	545/21%	235/9%	185/7%	0/0%	10/0%	0/0%	70/3%	0/0%	365/14%	210/8%	940/37%	0/0%	0/0%	0/0%	4/0%	0/0%
Utilization #/%	-13%	-0%	13%	0%	1%	0%	-2%	0%	-4%	-0%	6%	1%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	154/7%	110/5%	206/10%	1/0%	23/1%	0/0%	8/0%	0/0%	260/13%	302/15%	924/45%	5/0%	51/2%	0/0%	15/1%	0/0%
CLS #/%	73,695/21%	26,285/7%	25,960/7%	165/0%	9,430/3%	20/0%	795/0%	550/0%	90,385/26%	43,780/12%	67,000/19%	160/0%	10,270/3%	175/0%	1,175/0%	1,015/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%	%	%						%	%	%		%			
Utilization #/%	-14%	-2%	3%	0%	-2%	-0%	0%	-0%	-13%	2%	26%	0%	-0%	-0%	0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	1120/59%	343/18%	340/18%	3/0%	26/1%	2/0%	11/1%	0/0%	21/1%	10/1%	18/1%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	49,115/51%	27,175/28%	12,070/12%	50/0%	1,800/2%	0/0%	340/0%	215/0%	2,135/2%	1,265/1%	1,730/2%	25/0%	600/1%	0/0%	40/0%	15/0%
Utilization #/%	8%	-10%	5%	0%	-0%	0%	0%	-0%	-1%	-1%	-1%	-0%	-1%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	867/23%	778/21%	1368/36%	13/0%	53/1%	3/0%	12/0%	0/0%	58/2%	85/2%	542/14%	8/0%	2/0%	1/0%	2/0%	0/0%
CLS #/%	56,725/16%	89,140/25%	47,560/14%	310/0%	9,360/3%	50/0%	1,025/0%	710/0%	41,665/12%	47,285/13%	46,515/13%	165/0%	8,465/2%	70/0%	1,020/0%	665/0%
Utilization #/%	7%	-5%	23%	0%	-1%	0%	0%	-0%	-10%	-11%	1%	0%	-2%	0%	-0%	-0%

### Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>					✓			✓	✓				✓			
<b>Professionals</b>	✓				✓			✓	✓				✓			✓
<b>Technicians</b>					✓								✓			✓
<b>Protective Services: Sworn</b>			✓	✓			✓	✓			✓				✓	✓
<b>Protective Services: Non-sworn</b>	✓						✓		✓							
<b>Administrative Support</b>	✓	✓			✓				✓							✓
<b>Skilled Craft</b>		✓						✓	✓	✓	✓		✓			
<b>Service/Maintenance</b>		✓			✓			✓	✓	✓			✓		✓	✓

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Judith L. Marrs

Deputy Commissioner

12-22-2020

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